



WELCOME TO THE 2008 MAEFAIRS TRAINING

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Installing CITRIX

The screenshot shows the Montana Office of Public Instruction website in a Windows Internet Explorer browser. The address bar shows <http://www.opi.mt.gov/>. A red box highlights the address bar with the text "1. www.opi.mt.gov". The website header includes the OPI logo and navigation links: "Get Answers", "Parents", "Ed Data", "Indian Ed", "IRIS", "Jobs", "Licensing", "Ed News", "METNET", and "NCLB Report Card". A red box highlights the "IRIS" tab with the text "2. Click on IRIS Tab". The main content area features a "SUMMER READING" announcement from Linda McCulloch, Superintendent, dated 6/5/07. The announcement includes a photo of Linda McCulloch and a link to a summer reading calendar. On the left, there is a "view calendar" link. On the right, there is a "News Headlines" section with various links to OPI activities and legislative updates. The taskbar at the bottom shows several open applications, including "Document4 - ...", "MAEFAIRS Tra...", "Inbox - Micros...", "Desktop : MET...", "MailBox : MET...", "Microsoft Pow...", and "Montana Offic...".

Montana Office of Public Instruction - Windows Internet Explorer

http://www.opi.mt.gov/

Montana Office of Public Instruction

OPI Montana Office of Public Instruction

Programs & Services of OPI:

Official Mail OPI Staff Calendar Video Conferences Other Links Home

Get Answers Parents Ed Data Indian Ed **IRIS** Jobs Licensing Ed News METNET NCLB Report Card

Key Word Search Search

Upcoming Events

July

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

17 Jul 2007 (Tue)
2007 School Budgeting & Accounting Workshops
Sidney Montana

18 Jul 2007 (Wed)
2007 School Budgeting & Accounting Workshops
Miles City Montana

19 Jul 2007 (Thu)
Certification Standards and Practices Advisory Council Meeting
Helena, MT

19 Jul 2007 (Thu)
2007 School Budgeting & Accounting Workshop
Billings Montana

20 Jul 2007 (Fri)
2007 School Budgeting & Accounting Workshop
Bozeman Montana

view calendar

SUMMER READING
6/5/07

AS THE 2006-2007 SCHOOL YEAR DRAWS TO A CLOSE, I WANT TO CONGRATULATE THE students, teachers, parents, administrators, staff, and school board members on another successful year.

But we all know that education shouldn't stop when the last school bell rings - it should continue all summer!

I encourage you to participate in the 2007 statewide summer family reading program, Celebrate Summer Reading! The Family Reading Program is a collaborative effort of the Office of Public Instruction, Montana State Reading Council, and the Montana Elks Association.

The Celebrate Summer Reading! monthly reading calendars are day-by-day fun reading, writing and thinking activities for students, their family and friends. These calendars will help you plan activities that promote reading for enjoyment, as well as reading for information during the summer months. Students completing the activities will receive a Family Reading Certificate and a surprise. To learn more about Celebrate Summer Reading! please visit <http://www.opi.mt.gov/pdf/amreads/SummerReadingCal07.pdf.zip>

Have a great summer and happy reading!

Linda
Linda
OPISupt@mt.gov

News Headlines

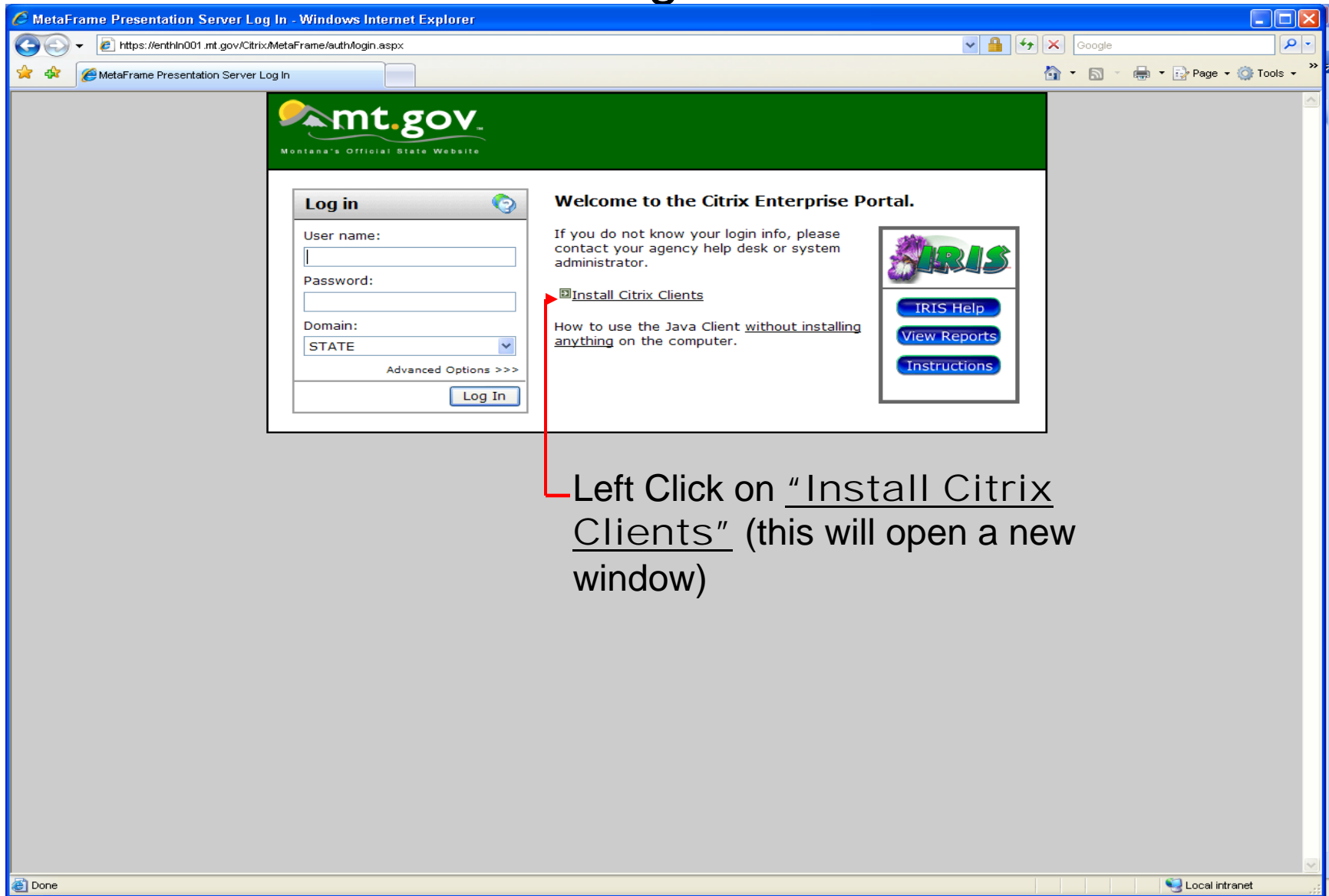
- Summary of OPI Activities**
- Accounting Guidance for 2007 Legislative Funding Changes**
- Full-Time Kindergarten Conference Registration Information**
- Post-Legislative FY2007-08 General Fund Excel Spreadsheets**
- Accreditation rules adoption notice**
- Special Education Rules adoption notice**
- 2007 Montana School Budgeting and Accounting Workshops**
- Post-Legislative FY2007-08 General Fund Budget Data Sheets**
- Full Time Kindergarten Funding Information**
- Veterans Honorary High School Diplomas**
- Students Can View Legislature**

Archives ...

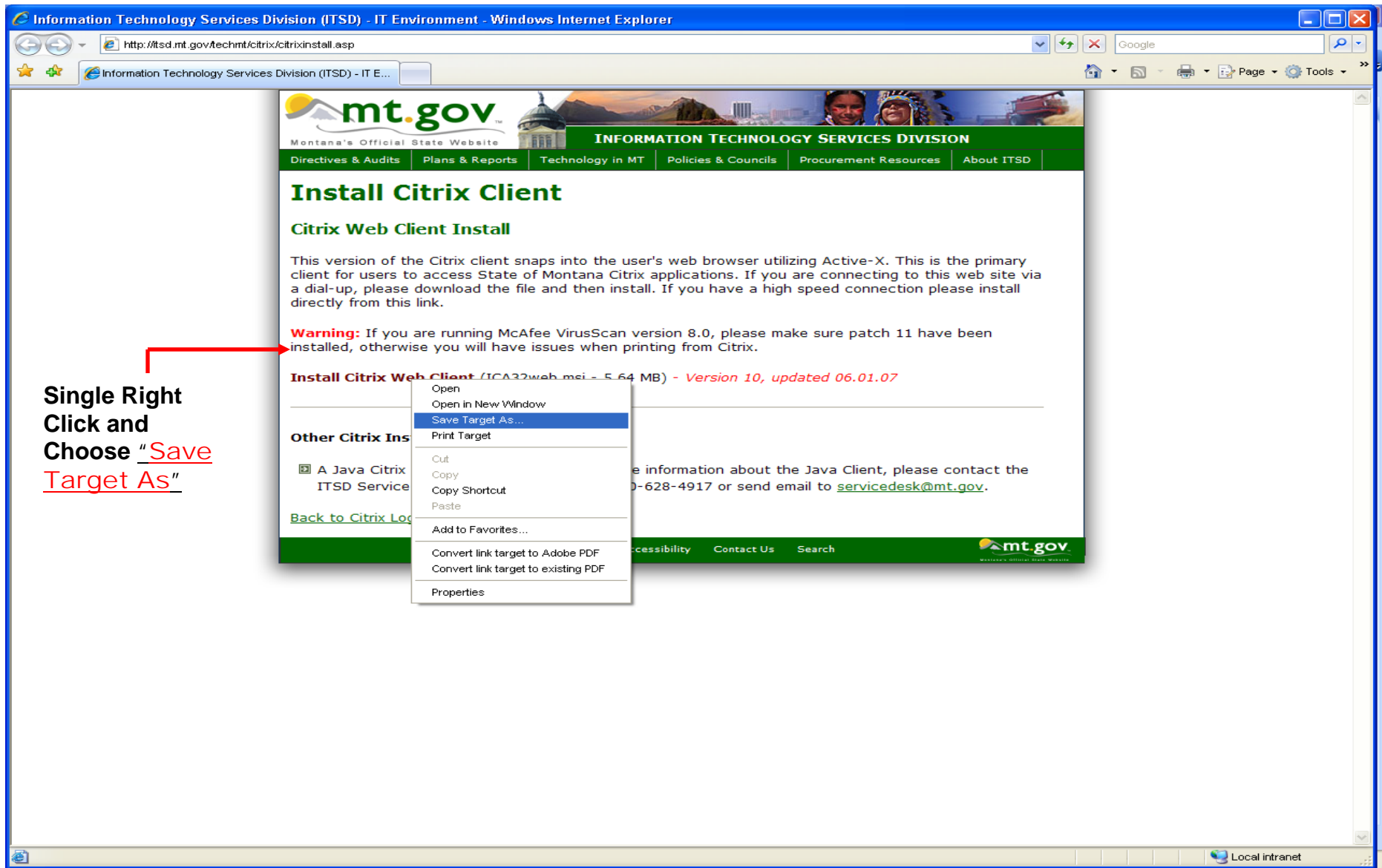
Local intranet

start Document4 - ... MAEFAIRS Tra... Inbox - Micros... Desktop : MET... MailBox : MET... Microsoft Pow... Montana Offic... 9:29 AM

Installing CITRIX



Installing Citrix



Installing Citrix

Information Technology Services Division (ITSD) - IT Environment - Windows Internet Explorer

http://itsd.mt.gov/techmt/citrix/citrixinstall.asp

mt.gov
Montana's Official State Website

INFORMATION TECHNOLOGY SERVICES DIVISION

Directives & Audits | Plans & Reports | Technology in MT | Policies & Councils | Procurement Resources | About ITSD

Install Citrix Client

Citrix Web Client Install

This version of the Citrix client snaps into the user's web browser utilizing Active-X. This is the primary client for users to access State of Montana services. If you are running a dial-up, please download the client directly from this link.

Warning: If you are running an older version of the Citrix client, it will be replaced. If you are not running the Citrix client, it will be installed, otherwise you will not be able to access the services.

[Install Citrix Web Client](#) (1)

Other Citrix Installs (not complete)

A Java Citrix Client is also available. It is used to access the ITSD Service Desk at (406) 457-4343.

[Back to Citrix Login](#)

Save As

Save in: Desktop

My Recent Documents
My Documents
My Computer
My Network Places
County Forms
County Forms Posted to Web
Federal Id#s
HelpFiles#4
MAEFAIRS
Maxine VWeb
OPI Applications
Payment
Payments YTD
Post Leg VWeb Posting
Scanning
Web Posting
Forms
ica32web.msi
OPI Policies
Pay Plan 20 Transition Resources
Sample Pictures
Shortcut to AClient
Shortcut to Opihlntprd3

File name: ica32web.msi
Save as type: Windows Installer Package

Save Cancel

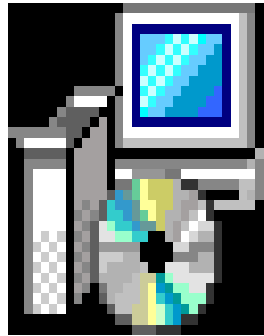
1. When the SAVE file box appears, change the Save in box (at the top) to "Desktop"

2. If you are asked to replace file, say "YES"

3. After Downloading is complete, close all screens until you are at your "Desktop"

Installing Citrix

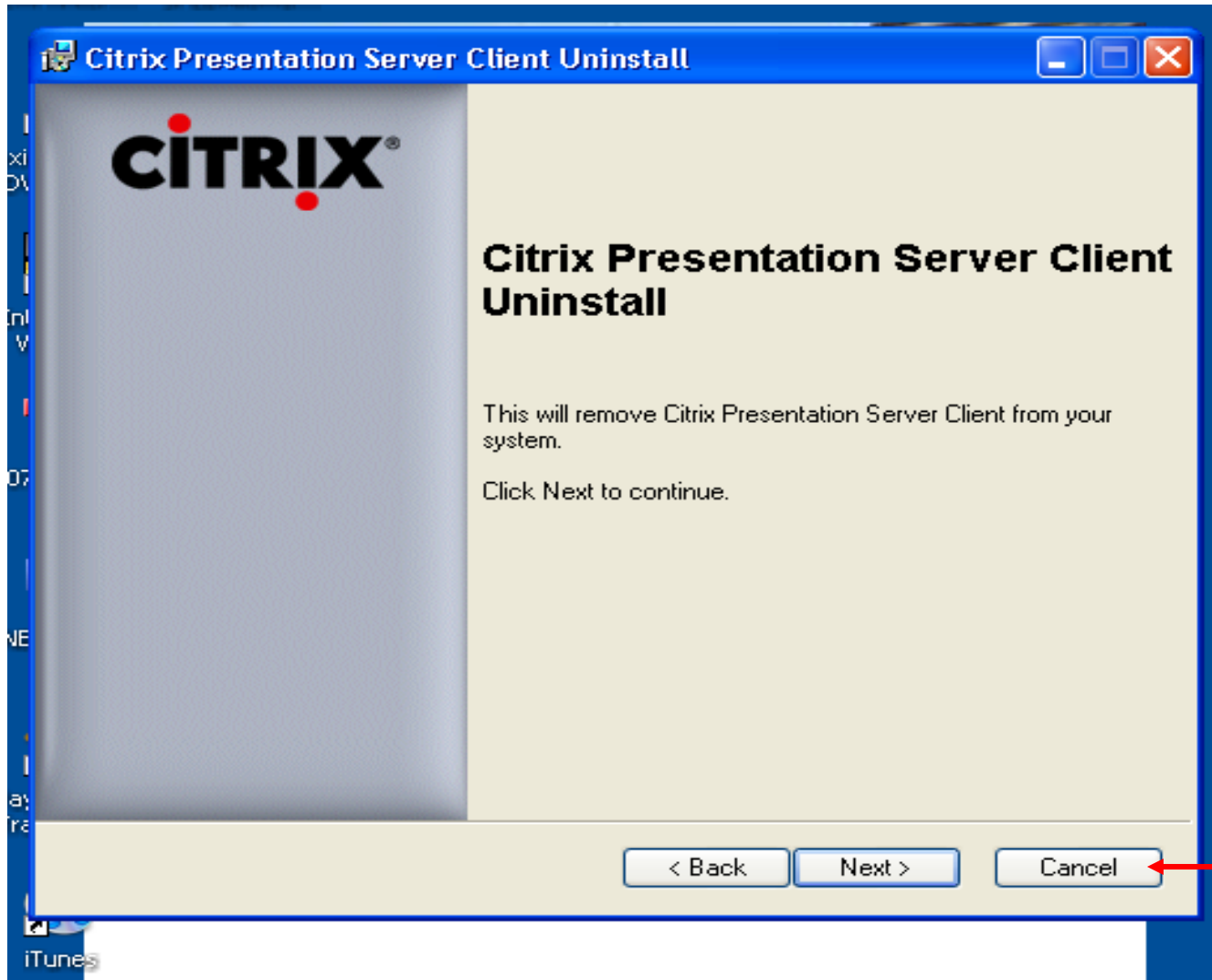
On Your Desktop,
you will see this
I-CON



NEXT: Double Left
Click on this I-CON

lca32web.msi

Installing Citrix



NOTE: You may or may not get this screen. This is the screen you will get if you have already installed the Citrix Client.

Installing Citrix



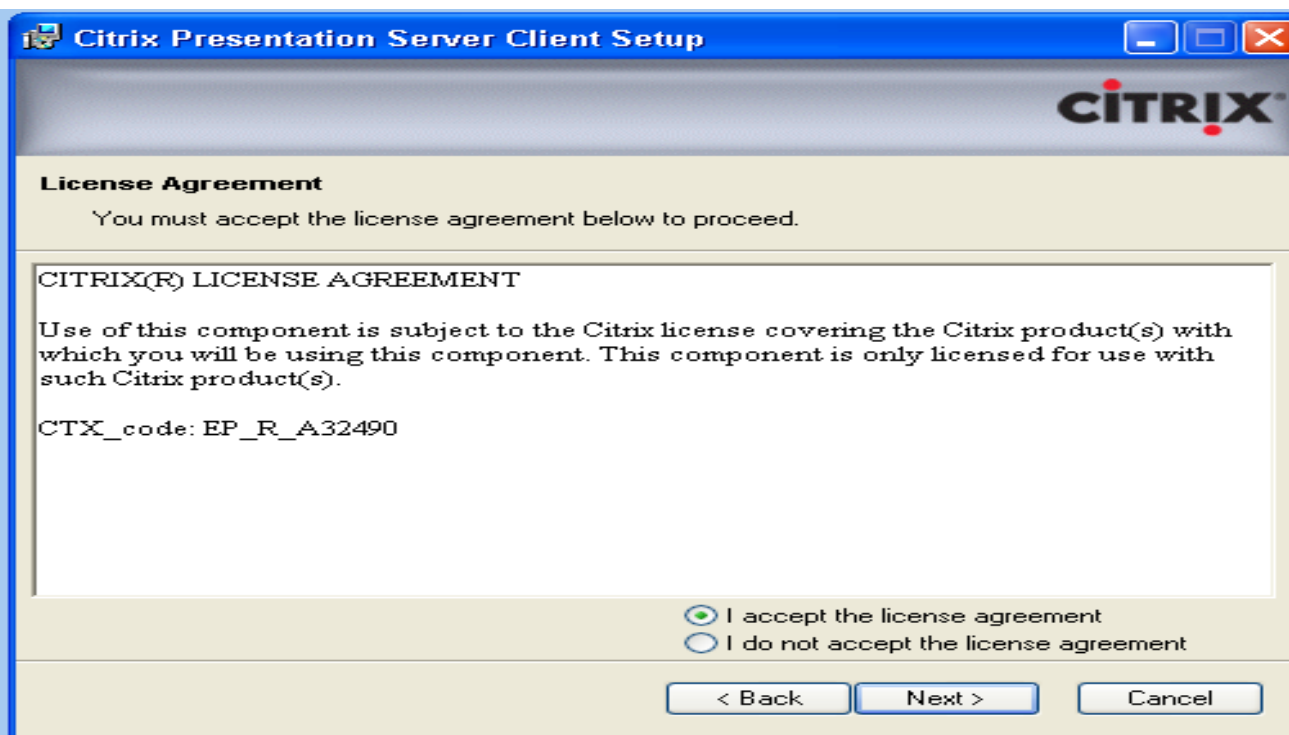
NOTE: If you are seeing this screen, you can click on Repair and click your way through. It will check to make sure you have installed correctly.



Installing Citrix



Installing Citrix



When asked if you will accept
License Agreement click **“YES”**

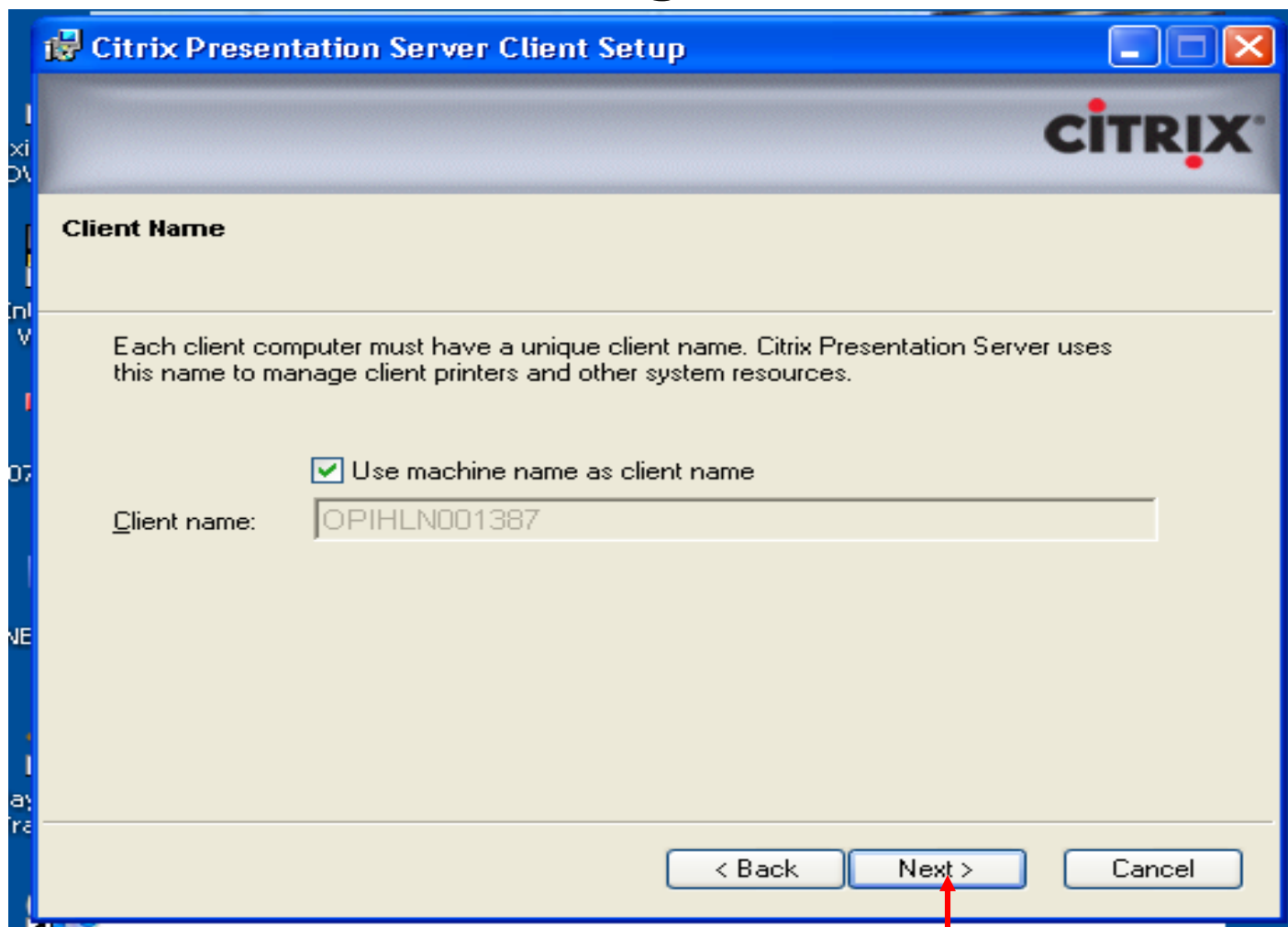
Then Click **NEXT**

Files will then copy. Restart
Internet Browser, click **OK**



Montana Office of Public Instruction
Linda McCulloch Superintendent www.opi.mt.gov

Installing Citrix



The image shows a screenshot of the 'Citrix Presentation Server Client Setup' window. The window has a blue title bar with the text 'Citrix Presentation Server Client Setup' and standard Windows window controls (minimize, maximize, close). The main area has a light beige background. At the top right, the Citrix logo is displayed. Below the logo, the section is titled 'Client Name'. A paragraph of text states: 'Each client computer must have a unique client name. Citrix Presentation Server uses this name to manage client printers and other system resources.' Below this text, there is a checkbox labeled 'Use machine name as client name' which is checked. Underneath the checkbox, the text 'Client name:' is followed by a text input field containing the value 'OPIHLN001387'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. A red arrow points to the 'Next >' button.

Citrix Presentation Server Client Setup

CITRIX

Client Name

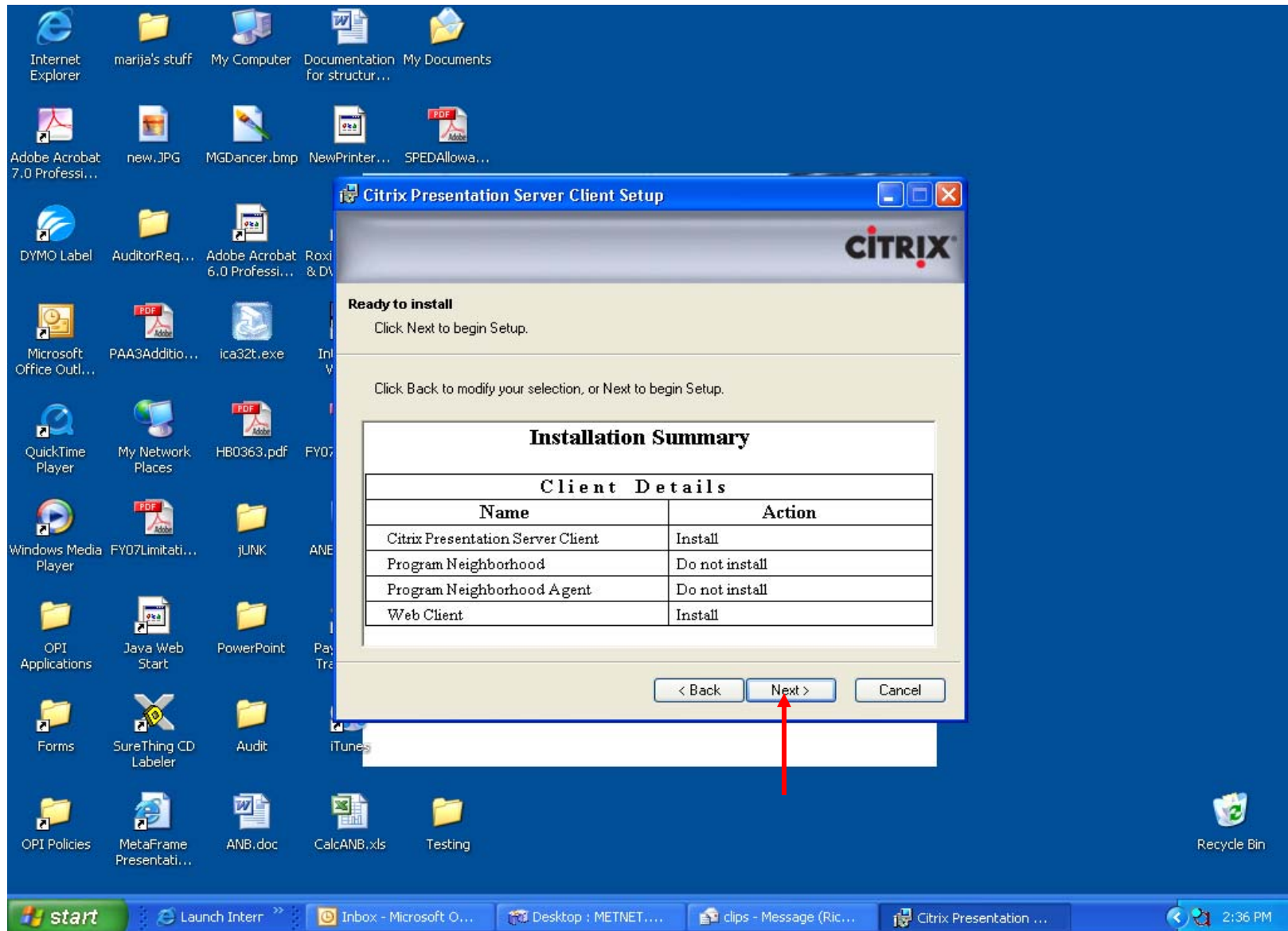
Each client computer must have a unique client name. Citrix Presentation Server uses this name to manage client printers and other system resources.

☒ Use machine name as client name

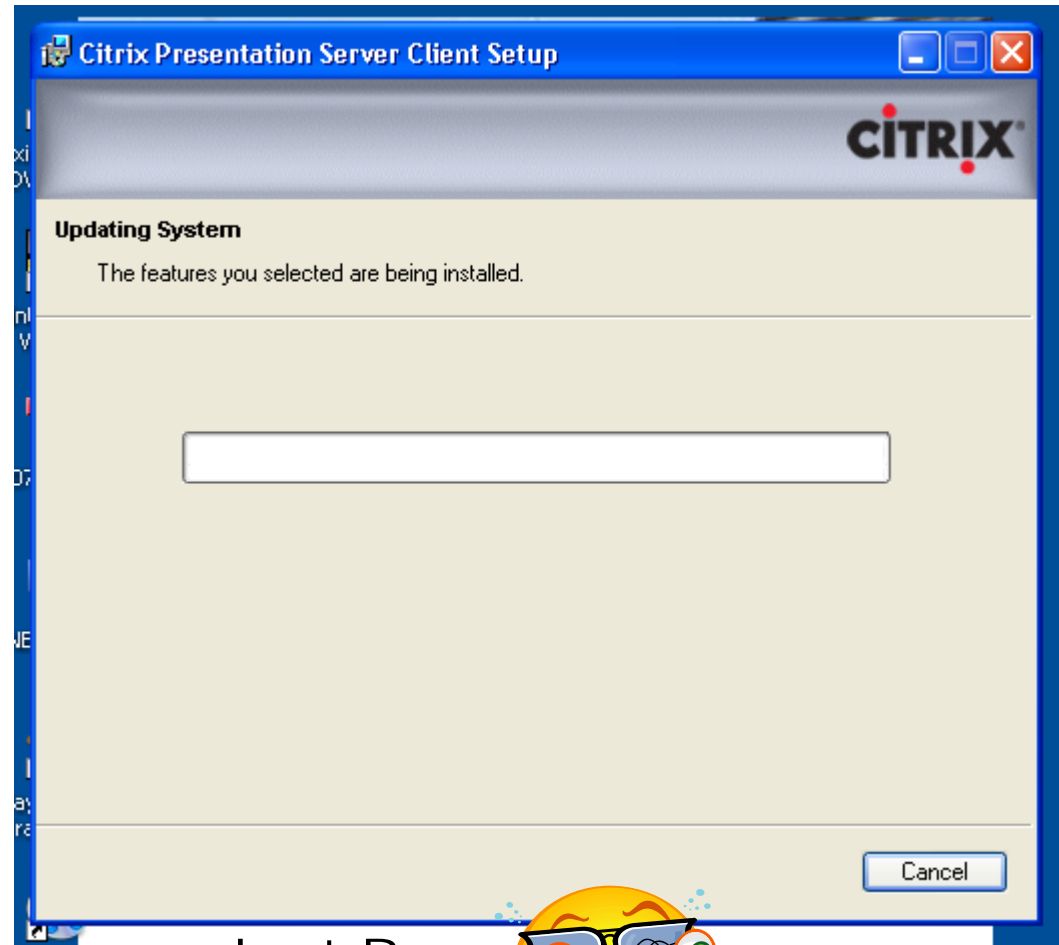
Client name: OPIHLN001387

< Back Next > Cancel

Installing Citrix



Installing Citrix



Just Be
Patient!!



Installing Citrix



Logging Into Citrix

Montana Office of Public Instruction - Windows Internet Explorer

http://www.opi.mt.gov/

Montana Office of Public Instruction

Programs & Services of OPI: Official Mail OPI Staff Calendar Video Conferences Other Links Home

Get Answers Parents Ed Data Indian Ed **IRIS** Jobs Licensing Ed News METNET NCLB Report Card

Key Word Search Search

Left Click on IRIS

Upcoming Events

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[view calendar](#)



[Linda McCulloch](#)
Superintendent

SUMMER READING

6/5/07


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Have a great summer and happy reading!

Linda

OPISupt@mt.gov

News Headlines

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- Veterans Honorary High School Diplomas
- Students Can View Legislature


[Archives . . .](#)

Logging Into Citrix

MetaFrame Presentation Server Log In - Windows Internet Explorer

https://enthl001.mt.gov/Citrix/MetaFrame/auth/login.aspx

MetaFrame Presentation Server Log In


Montana's Official State Website

Log in

User name:

Password:

Domain:
STATE

Advanced Options >>>


Log In

Welcome to the Citrix Enterprise Portal.

If you do not know your login info, please contact your agency help desk or system administrator.

[Install Citrix Clients](#)

How to use the Java Client without installing anything on the computer.


[IRIS Help](#)
[View Reports](#)
[Instructions](#)

Log In to Citrix using your Citrix username and password (add **JA** for **July/August** at the end of the password you received)



MAEFAIRS

MetaFrame Presentation Server - Windows Internet Explorer

https://enthl001.mt.gov/Citrix/MetaFrame/site/default.aspx

MetaFrame Presentation Server

mt.gov
Montana's Official State Website

You will see a screen similar to this one.

TODAY Double click on OPI In-House Testing I-Con.

When prompted, enter your MAEFAIRS password

Applications

Top Up

OPI In-House Testing

Active Directory Password Changer

Citrix Management Console

Document Direct

Draft Maefairs

Maefairs

OPI Desktop

OPI Forms Folder

OPI Travel

Outlook 2003

Log Off

Welcome to the Citrix Enterprise Portal.

If you do not know your login info, please contact your agency help desk or system administrator.

[Install Citrix Clients](#)

How to use the Java Client without installing anything on the computer.

ATTENTION !!

Remember: Today only you will see this same screen. However, we can NOT go into MAEFAIRS Production during this training.

When you return home you will click on the MAEFAIRS I-Con with the Red check which will then take you to production.

IRIS

IRIS Help

View Reports

Instructions

MAEFAIRS


Maefairs - Production

Help

Type a question for help

3. Select a report you wish to run.

MAEFAIRS - (frmSwitchboard)

 OPI
MAEFAIRS
Montana Office
of Public Instruction

Enrollment
Trustees Financial Summary (TFS)
Budget
Tuition

Double Click On Title To Select Data Entry Screen: Description

Select a District:

Grant Elem	0003
Reichle Elem	0015
Wise River Elem	0007

Fiscal Year: 2008

☒ Preview
☐ Print

Exit


1. Select your School District

2. Make sure Preview is clicked.

MAEFAIRS

Maefairs - Production - [rptTfs : Report]

Print... Save As... Close Fit Help Save As PDF

 **Blank Trustees' Financial Summary**
FY2006-07
48 Stillwater County
0861 Absarokee Elem

Due Dates:
Board of Trustees transmits to County Supt. not later than August 15th (MCA 20-9-213)
County Supt. transmits to the Office of Public Instruction not later than the 2nd Monday in September (MCA 20-9-211 & MCA 20-3-209)

This report is the school district's official submission of annual financial information to the county superintendent and state superintendent under section 20-9-213, MCA.

- Trustees are responsible for ensuring the accuracy and prompt submission of this report.
- Subsequent amendments to this report made by the clerk of the district as a result of the desk audit process are considered officially made on behalf of the trustees.
- Amendments initiated by OPI to correct coding or to comply with GAAP as a result of the desk audit process and which are communicated in writing to the clerk will be assumed to be accepted by the trustees unless the district notifies OPI in writing of their objection by December 20.
- This report and any amendments initiated by the district through December 20 are binding for use in determining various allocations of state and federal grants and in monitoring maintenance of effort for state and federal programs.

Certification

Business Manager/Clerk Sara Kerr	Phone #: (406) 328-4583
(Signature)	(Date)
Chair, Board of Trustees Steve Kynast	
(Signature)	(Date)
County Superintendent Judy Martin	
(Signature)	(Date)

Software

Accounting Package: Foxie Lady

For FY07 did the district employ a certified special education director? No

As reported on Annual Data Collection (ADC), the district does not employ a certified special education director meeting the requirements of having a class III Administrator's certificate with a principal's endorsement or a supervisor's endorsement in special education. Administrative rules provide expenditures coded to program 280, function 24XX and Object 1XX and 2XX in Funds 01, 24, 25, or 26 to be included in the calculation of reversion and disproportionate costs only if the district employs a certified special education director.

Electronic filers are not required to send the cover page to OPI.

Montana Automated Education Financial and Information Reporting System
7/27/2007 11:21:12 AM rptd\MAEFAIRS\MAEFAIRS.adb rptTfs

Cover Page 1



MAEFAIRS Printing

Follow these steps if you are trying to print and getting every other page.

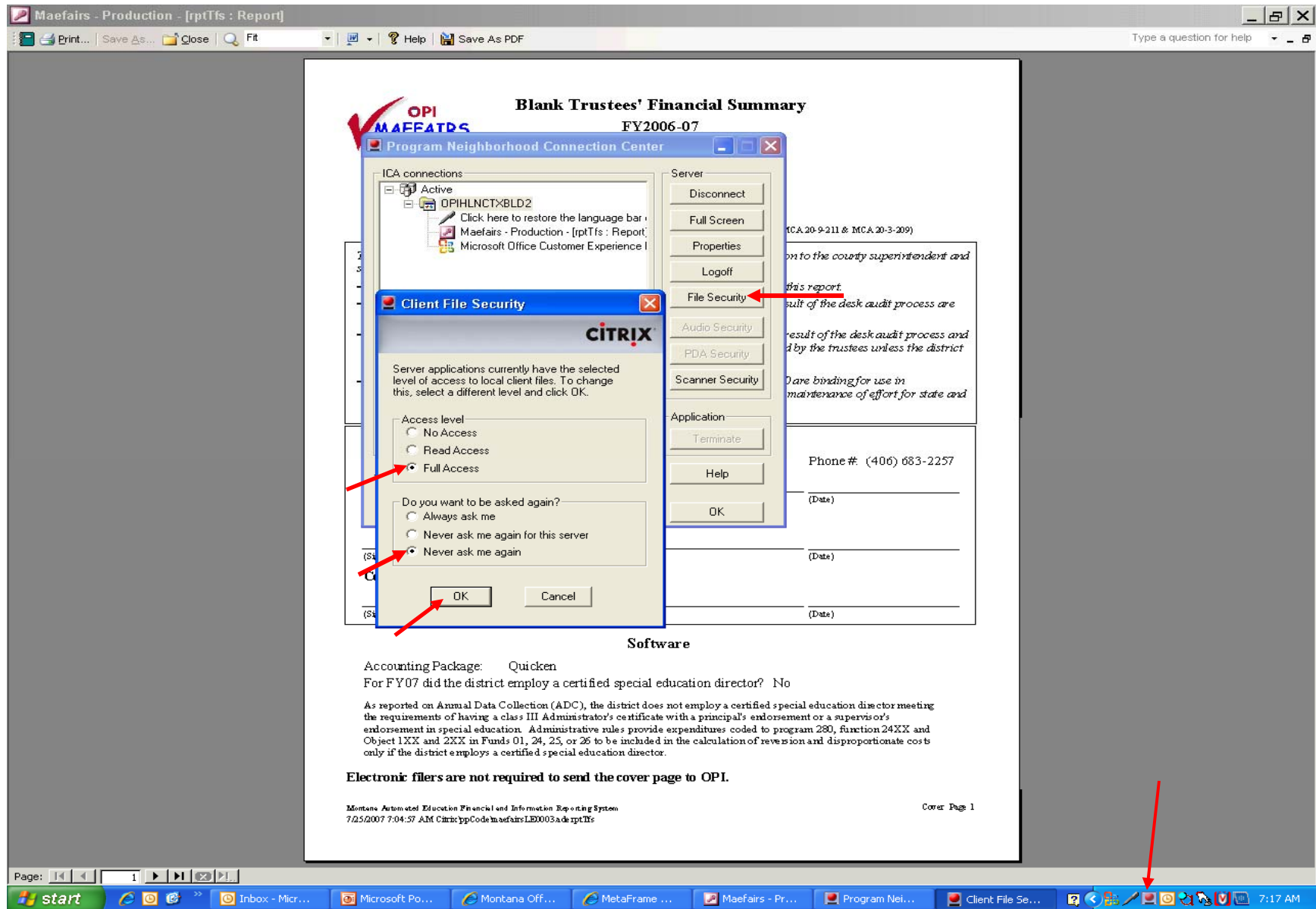
The screenshot shows the MAEFAIRS application window titled "Maefairs - Production - [rptTfs : Report]". The main content area displays a "Blank Trustees' Financial Summary" for FY2006-07, 01 Beaverhead County, 0003 Grant Elem. The document includes the OPI MAEFAIRS logo and a footer with the text "Electronic filers are not..." and "Montana Automated Education Financial and Information Reporting System 7/25/2007 7:04:57 AM Client:ppCode:maefairsLE0003ade:rptTfs".

Three dialog boxes are overlaid on the main window:

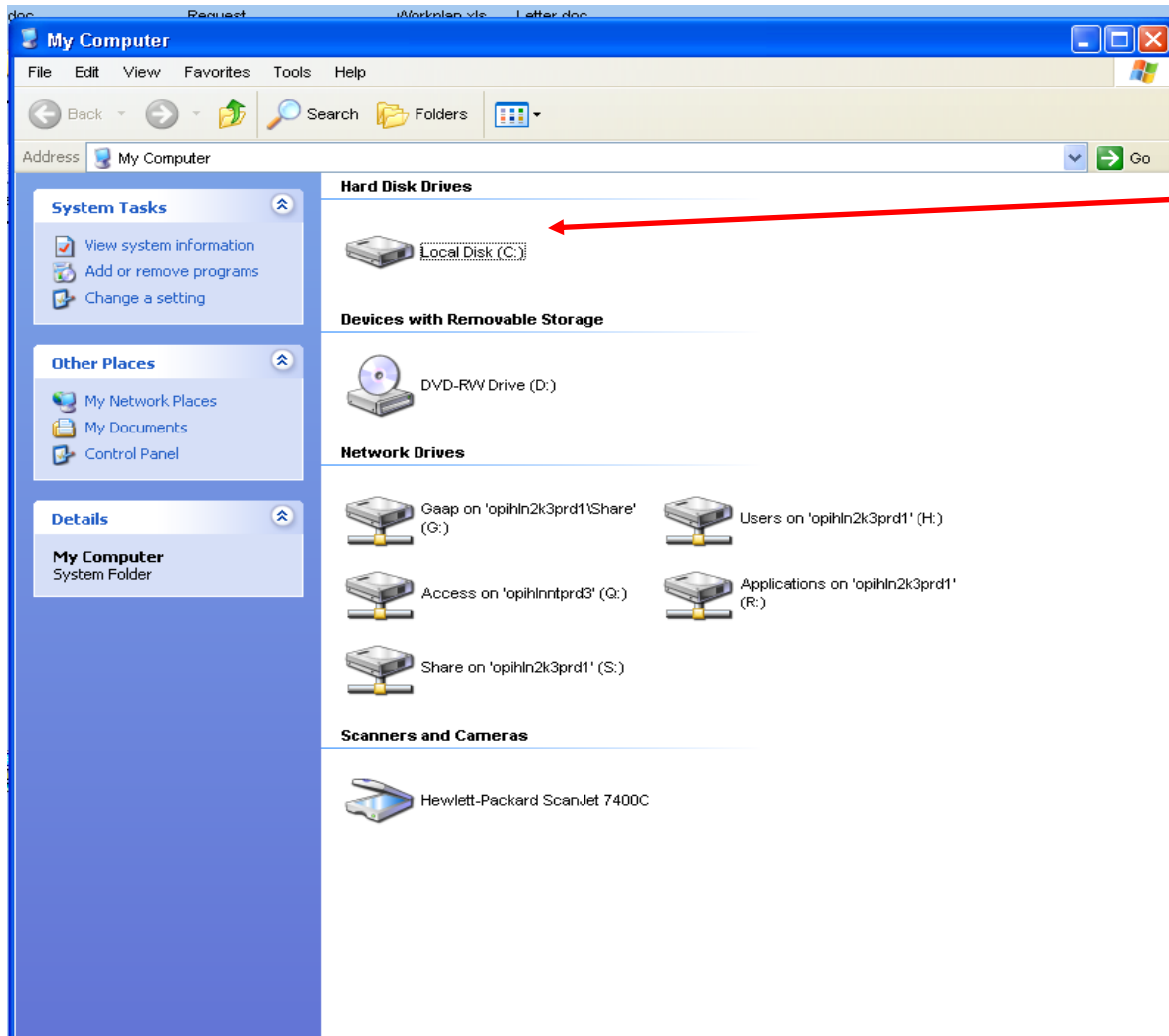
- Print**: Shows the printer name "Win2PDF" and a "Properties" button. A red arrow points to this button, labeled "1."
- Win2PDF Document Properties**: Shows the "Paper/Quality" tab with "Tray Selection" set to "Automatically Select". An "Advanced..." button is visible. A red arrow points to this button, labeled "2."
- Win2PDF Advanced Options**: Shows "Win2PDF Advanced Document Settings" with "Paper Size" set to "Letter" and "Copy Count" set to "1 Copy". The "Resolution" is set to "600" and "Scaling" is set to "100 %". A red arrow points to the "Scaling" value, labeled "99%". The "OK" button is at the bottom.

The status bar at the bottom of the application window shows "Page: 1" and navigation controls.

MAEFAIRS Printing



MAEFAIRS



1. Double Click on your My
COMPUTER I-CON

2. Double Click on "C:"

3. Double Left Click on
"OPI Reports"

4. Double Left Click on
"MAEFAIRS"

5. Double Left Click on the
PDF file just Saved (this will
bring the report to your
screen)

PRINT the report

MAEFAIRS

THANK YOU FOR ATTENDING THE MAEFAIRS
TRAINING

For Technical Assistance please contact
Donell Rosenthal at 406-444-3024 or
Email drosenthal@mt.gov

